

NOCTON PARISH COUNCIL

Clerk to the Parish: Mr S R Baxter JP MIFA ADPS ADIP Email: clerk@noctonparishcouncil.gov.uk Tel: 0781 444 3058

26 July 2021

Reference: 2/2022 CAM

Dear Councillors,

I hereby invite all the Councillors of the Parish Council to attend a Nocton Parish Council Clerk Advisory Meeting that will be held on the following:

Wednesday 04th August 2021 to commence at 7.30pm.

Please note this is not a formal Parish Council Meeting and thus Councillors are not summoned. It also means that while it is hoped the Councillors will attend, should they not be able to attend no apologies needs to be accepted by the Clerk as the meeting is not covered by the Local Government Act 1972.

The meeting is to advise the Clerk on the agenda point but any decisions will be made by the Clerk through his delegated authority given by the Council.

To promote a safer environment, the Clerk has agreed with the Chair that this meeting will be a remote meeting hosted using the Zoom online software.

The details of the Zoom connection and access information is detailed on the Agenda attached to this.

Please could you email me at your earliest opportunity at clerk@noctonparishcouncil.gov.uk if you are unable to attend.

With regards,



Mr S R Baxter JP MIFA ADPS ADIP
Clerk and Responsible Financial Officer
Nocton Parish Council

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The Councillors of the Nocton Parish Council are hereby invited to attend the Clerk's Advisory Meeting at 7.30pm on Wednesday 04 August 2021 via the online digital format Zoom.

Zoom Meeting details: ID - 491 401 5090 Passcode – Parish

<https://us02web.zoom.us/j/4914015090?pwd=MFBKamdkcEI0TWpxSGRnU3ZSWnM4Zz09>

Members of public are welcome to attend via zoom using the above access. Should members of the public wish to raise a question before the meeting, please will they contact the Clerk at clerk@noctonparishcouncil.gov.uk

AGENDA ITEMS FOR DISCUSSION AND RECOMMENDATION TO THE CLERK

- 1. The Chair's welcome to all Councillors and any members of the public sitting in observation and opening remarks.** The Chair will remind all Councillors and any members of the public of the following:
 - The meeting is not a formal Parish Council Meeting; it is a Clerk Advisory Meeting to provide guidance to the Clerk. Final decisions will be made by the Clerk through the Delegated Authority motion agreed at a previous Full Council Meeting
 - The Clerk has stated that while the meeting is not a Full Council Meeting, normal procedures and formats will be followed including given opportunities for the Members of the Public to ask questions
 - The Chair will also remind the attendees the meeting is being recorded and the digital recording is saved for a minimum of twelve months
- 2. Apologies for absence from Councillors** – for the Clerk to note if any Councillors have expressed an apology for non-attendance.
- 3. Declarations of interest** – for the Clerk to note if any Councillors wish to state any dispensations
- 4. Exclusion of members of press and public** – to discuss and recommend to the Clerk to ensure Press and Public cannot participate but will be able to listen
For the following agenda points members of the public and press will be excluded from participating in meeting and will be muted but can view the meeting
- 5. Minutes of the Full Parish Council Meeting 23 June 2021-** Recommendation to the Clerk to accept the minutes
- 6. Council vacancy:** Guidance to the Clerk on the way forward for advertising of the process of co-opting an eligible member of the community
- 7. Bank accounts for the Council:** Update by the Clerk
- 8. Clerk's report including Financial update:** Discussion and recommendation to the Clerk to accept the financial update
- 9. AGAR and Audit Publication** – Update by the Clerk
- 10. Asset Register** – update by the Clerk
- 11. Nocton 200 update** - Update from the clerk on the Nocton 200 funds
- 12. Schedule of payments:** Guidance to the Clerk on what payments are acceptable for payment

Payee	Amount	Reason for payment
Staff pay and overtime		Amount withheld due to confidentiality
Clerk's expenses	£ 26.00	Office & Printing allowance
EON	£342.42	Hub Electricity
Equals Debit Card	£200.00	Use for Hub Manager and Village Keeper
PlusNet	£ 26.40	Wi-fi for the Hub

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NKDC	£157.50	Refuge Collection for Hub
Opus Energy	£43.40 (est.)	Streetlight electricity
Unity Trust Bank Charges	£36.00	Two quarterly bank account service costs

- 13. Planning Permission applications / Application for Tree works** - Discussion and recommendation to the Clerk on how respond to the Planning Team at NKDC
 - 14. Village Welcome pack:** Update by the Clerk
 - 15. Village bench removal and plant a tree** – update from Cllr Clarke
 - 16. District & County Councillor Council report**
 - 17. Nocton Hub update**
 - i) **Hub Noticeboard:** updates by the Clerk
 - ii) **Charitable Status of the Hub:** update by the Clerk
 - iii) **Service Level Agreement with the Ripon Arms:** update by the Clerk
 - iv) **Booking Clerk for the Hub:** update by the Clerk
 - v) **Keys for the Bar Area of the Hub:** update by the Clerk
 - vi) **Update on the snagging list and funds owed by Builder:** update by Cllr Faulkner
 - vii) **PRS Music licence:** update by the Clerk on the licence
 - viii) **Alcohol licence:** update by the Clerk on the licence
 - ix) **Alcohol licence for the Hub:** update by the Clerk
 - x) **Bank account for Hub invoices:** update from the Clerk
 - 18. Next Meeting** – to be confirmed
 - 19. Questions from the Public** – at the discretion of the Clerk, the Chair will moderate and to ensure that members of the public are to be limited to three minutes for each question and for a maximum of ten minutes
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